

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**PROGRAM MANAGER SOCIAL WORK (CHILDREN'S PROTECTIVE SERVICES)
Full time**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Bridgeport Regional Office (100 Fairfield Avenue, Bridgeport, CT 06604)
Hours: 40 Hours Per Week (M-F)
Salary: \$72,741.00 - \$93,304.00 (Annually)
Closing Date: January 20, 2012 (cob)
Job Posting No: KG45254PM

PURPOSE OF CLASS:

In the Department of Children and Families this class is accountable for managing administrative child welfare/protective services programs.

SUPERVISION RECEIVED:

Receives general direction from a Program Director or other administrative official of higher grade.

SUPERVISION EXERCISED:

Directs a staff of supervisory and clerical personnel in the performance of assigned social work functions or oversees the management of program activities and services.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans office work; establishes and maintains office procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with staff on difficult cases; provides information to community regarding available services and coordination of resources; oversees maintenance of records; may interact in community vs. institutionalization; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods, and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; considerable knowledge of community resources and available services; knowledge of legal basis for departmental programs and requirements; knowledge of child development; knowledge of mental health and behavioral challenges facing children and youth; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

General Experience:

Eight (8) years of professional experience in the field of child welfare, children's protective services, foster services or adoption.

Special Experience:

One (1) year of the General Experience must have been in children's welfare/protective services at the level of Social Work Supervisor.

Preference will be given to Spanish speaking candidates and candidates with CPS/Investigations experience.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in social work or a closely related field may be substituted for one (1) additional year of the General Experience.

NOTE:

Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.

This replaces the existing specification for the same class in Salary Group MP 62 approved effective November 5, 2010. (Revised to modify Organizational Level)

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: State employees must submit a cover letter, DCF application (CT-HR-12), two most recent reviews, and a resume. All others must submit a DCF application (CT-HR-12), resume, and 3 letters of reference.

When applying you must include the posting #KG45254PM.

**DEPARTMENT OF CHILDREN AND FAMILIES
100 FAIRFIELD AVENUE
BERNADETTE GRIEB - HUMAN RESOURCES
BRIDGEPORT, CT 06604**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.